



**MONTANA STATE HOSPITAL  
RESIDENTIAL CARE UNIT  
POLICY AND PROCEDURE**

**RECORD KEEPING PROCEDURES FOR THE RESIDENTIAL CARE UNIT**

**Effective Date:** December 17, 2008

**Policy #:** RCU- 05

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- I. PURPOSE:** To describe procedures for recording care provided to Residential Care Unit residents.
- II. POLICY:** Individual records must be maintained for Residential Care Unit residents in order to provide a record of services and to promote continuity of care within Montana State Hospital and between Montana State Hospital and the community. Record keeping procedures will follow the model used for the Transitional Care Units and will be maintained by the Montana State Hospital Health Information department. Records will be provided to aftercare providers as required.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - Program Manager – To administer the Residential Care Unit program.
- V. PROCEDURES:**
  - A. The Montana State Hospital chart form the referring unit will be used on the Residential Care Unit program.
  - B. Program emphasis on providing continuing support as temporary bridge between hospital care and entry into community aftercare programs, rather than active treatment to resolve identified problems, will be reflected in assessment, treatment planning, discharge summaries and other Residential Care Unit documentation.
  - C. Staff assigned to the Residential Care Unit program will complete weekly summaries on each resident. These summaries will include behaviors, room care, self care, group and campus employment attendance and medication issues. Significant events will also be documented as they occur.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing, Health Information Director, Social Work Discipline Chief/Admissions Coordinator
- VIII. RESCISSIONS:** None, new policy

## STAFFING PROCEDURES FOR THE RESIDENTIAL CARE UNIT

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Janette Reget Date  
Residential Services Program Manager